Prince Edward Island
CANADA

# Public Service Commission

## Annual Report

## 2001-2002

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# Prince Edward Island
# Public Service Commission

# Annual Report

## For the fiscal year
## April 1, 2001 to March 31, 2002

*Cover Photo:*
Premier's Long-term Service Award Recipients
25-30 years service

# Message From the Minister

September 10, 2002

The Honourable J. Léonce Bernard
Lieutenant Governor of Prince Edward Island
PO Box 846
Charlottetown, PE C1A 7L9

Dear Sir:

In accordance with Section 4 of the *Civil Service Act*, I have the honour to submit the report of the Prince Edward Island Public Service Commission for the year ending March 31, 2002.

Respectfully submitted,

Patricia J. Mella
*Minister Responsible for the*
*PEI Public Service Commission*

# Message From the Chair

September 10, 2002

The Honourable Patricia J. Mella
Minister Responsible for the
PEI Public Service Commission
PO Box 2000
Charlottetown, PE C1A 7N8

Dear Madam:

I have the honour to present to you the Annual Report of the Prince Edward Island Public Service Commission for the year ending March 31, 2002.

The report offers detailed information about the programs and activity undertaken by the board and its staff during the past year.

Respectfully submitted,

Basil Haire
*Chair, PEI Public Service Commission*

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# Message From the Chief Executive Officer

Mr. Basil Haire, Chair
PEI Public Service Commission
PO Box 2000
Charlottetown, PE C1A 7N8

Dear Mr. Haire:

I am pleased to present the 2001-2002 Annual Report of the activities of the PEI Public Service Commission.

Increased focus on human resources, through the development of an HR Corporate Strategy for 2002-2005, was a major highlight during the past year. This initiative, in collaboration with the HR Managers Forum, will provide a direction which will serve both employees and employers well into the future.

Providing leadership and training opportunities continues to be a priority for us. The Pathways to Leadership Program welcomed its second group of participants. We were delighted, in collaboration with the Union of Public Sector Employees, to announce the launching of a $250,000 Development and Training Fund for members of the civil service.

Requests for all services to the health regions as well as to the departments of government continue to be significant. We are challenged in meeting these needs in a timely fashion, with limited resources.

A Voluntary Retirement Program was put in place to help deal with the fiscal realities and the Public Service Commission was mandated to develop a Corporate HR Plan to manage the complement of the civil service.

This year saw significant activity in collective bargaining with five master agreements being settled.

We look forward to continuing, in collaboration with all partners, with the initiatives already begun as well as introducing new and innovative approaches to quality service delivery.

Respectfully submitted,

M. Elaine Noonan

M. Elaine Noonan
Chief Executive Officer

# Message de la directrice générale

Monsieur Basil Haire
Président
Commission de la fonction publique de l'Î.-P.-É.
C.P. 2000
Charlottetown, PE C1A 7N8

Monsieur,

Je suis heureux de vous présenter le rapport annuel 2001-2002 de la Commission de la fonction publique de l'Î.-P.-É.

Au cours de la dernière année, nous avons mis une insistance particulière sur les ressources humaines en élaborant une stratégie générale des RH pour les années 2002 à 2005. Une telle initiative, réalisée en collaboration avec le forum des gestionnaires des RH, fournira une direction qui sera utile tant aux employés qu'aux employeurs pour plusieurs années à venir.

Nous avons toujours comme priorité de fournir du leadership et des occasions de formation. Le Programme de formation des dirigeants a accueilli son deuxième groupe de participants. Par ailleurs, nous avons été très heureux, en collaboration avec le syndicat, d'annoncer la création d'un fonds de développement et de formation de 250 000 $ destinés aux membres de la fonction publique.

La demande de services auprès des régions sanitaires et des ministères du gouvernement a continué d'être importante, et une réponse opportune à leurs besoins, avec des ressources limitées, représente un défi.

Un programme de retraite volontaire a été mis en place afin d'aider à faire face aux réalités financières et la Commission de la fonction publique a été mandatée pour élaborer un plan général de RH dans le but de gérer l'effectif de la fonction publique.

Cette année, nous avons connu beaucoup d'activités dans le domaine des conventions collectives, ce qui a donné lieu au règlement de cinq conventions de base.

Nous espérons poursuivre les initiatives déjà entreprises, en collaboration avec tous les partenaires, et présenter des stratégies novatrices en matière de prestation de services de qualité.

Le tout respectueusement soumis,

La directrice générale,

M. Elaine Noonan

M. Elaine Noonan

# The PEI Public Service Commission Board Members

### Basil Haire, Chair

Mr. Haire is currently a private consultant whose work includes sessional lecturer at UPEI, and instructor, facilitator and advisor on organizational review issues. He has a lengthy career in the educational sector as teacher, guidance counsellor and administrator and most recently has also worked in administration in the health sector.

### Maureen Doyle

Ms. Doyle has 15 years experience in the administrative field. She was employed with Dalhousie University, Portland Estates Ltd. and departments of Transportation and Communication and Lands and Forestry in Nova Scotia.

Ms. Doyle presently lives in Earnscliffe.

### Blair James

Mr. James works with Housing Services, Queen's Region Health Authority. He has been employed in the housing field for the past 32 years.

From 1977 until 1980, Mr. James was President of the Union of Public Sector Employees; and for three years, he served as Vice-president of the National Union of Provincial Government Employees.

# Executive Summary

The Prince Edward Island Public Service Commission is composed of four divisions:

- Staffing and Human Resource Planning
- Classification and Labour Relations
- Corporate Services, Systems and Administration
- Learning and Staff Development.

The commission provides human resource services to government departments, the five regional health authorities, and to a limited degree, to the school boards. The commission is focused on developing partnerships with government departments, health regions, unions and other stakeholders in the development of strategic human resource initiatives.

The commission provides services in the areas of classification, recruitment and selection, organizational design and development, human resources planning, payroll and benefit administration, learning and development, policy development, occupational health and safety, labour relations, employee assistance program, and workforce diversity.

During the year the Staffing and Human Resource Planning Division expanded the ***www.gov.pe.ca/jobs*** Web site to allow interested individuals to apply for government and health vacancies online and to register their résumé for future opportunities.

The nurse recruiter position was expanded to one of health recruiter, ensuring a more effective use of resources. Various marketing tools including videos, Internet and print advertising proved to be excellent resources to attract potential candidates to Prince Edward Island.

The value of diversity in the workplace was endorsed with the approval of a formal Diversity and Equity Policy by Executive Council. The policy was created through consultation with the Diversity Committee of the Interministerial Policy Forum, the Union of Public Sector Employees, the human resource managers with government departments, the PEI Human Rights Commission and community groups representing various designated groups.

The division worked with the Deputy Ministers' Human Resource Sub-Committee to identify corporate HR goals and priorities which will set the strategic direction for human resource management over the next three to five years.

Due to the economic slow-down which occurred during the second quarter of 2001-2002, Treasury Board provided direction for staffing procedures that required board hiring review and approval before vacant positions could be filled.

The Classification and Labour Relations Division was heavily involved in collective bargaining during the year. Negotiations between the civil service and the Union of Public Sector Employees commenced on April 25, 2001, and an agreement was reached through conciliation. In addition to the economic increases, a number of joint committees were established to work on various issues such as cash handling activities, information technology issues and a corporate training and development fund. The three-year agreement was signed in November 2001.

Consultation with the excluded employees of the civil service occurred as well during the fiscal year.

A request for proposals for labour relations services for the PEI Public Sector was coordinated by the division. As a result of the tendering process, a five-year contract was agreed to between HR Associates and the PEI Public Service Commission.

The division also finalized the classification of 415 positions located predominately within the civil service and health sectors. During the year, hearings were completed on a backlog of classification appeals which had existed within the civil service.

The division, in line with its commitment to increase the communication and education activities, organized focus groups to provide input into planned education sessions. Information on the classification system and the services of the division were posted electronically on the Intranet. A job specification project within the civil service was also initiated.

The Corporate Services Systems and Administration Division, in conjunction with the Staffing and Human Resource Planning Division, initiated a project to update the PSC Policy and Procedure Manual. The updated version is scheduled to be available electronically during the next fiscal year.

The division continued to facilitate the HR managers group which meets on a monthly basis to exchange ideas, communicate information relating to ongoing initiatives, provide input to policies and procedures, and discuss HR related issues.

The division accepted overall responsibility for records management in the PSC. Records inventories were initiated during the year and it is anticipated these will be completed early in the next fiscal year.

During the year, a computer purchase plan was offered to employees. Over 200 employees participated in the plan which allowed employees to borrow from the government at a set interest rate and repay the principal and interest through payroll deductions.

In conjunction with the Information Management Technology Group and a local firm, Vision Quest, the division developed an employee portal pilot. The portal pilot, which demonstrates the benefits of accessible and timely information, provided electronic access to HR reports, pay and leave statements, and other HR related information.

The division completed an analysis of payroll and leave requirements in anticipation of the selection of a new system. Departmental representatives provided input into the development of the system requirements.

During the year the *Civil Service Superannuation Act* (CSSA) and Regulations were amended to provide members with the opportunity to establish, as pensionable service upon payment to the fund, eligible maternity, parental and adoption leaves. Amendments were also made to allow certain pensioners to be re-employed by a participating employer of the CSSA without having their pension suspended. This amendment was enacted in order to help address issues related to labour market shortages and only approved "classes of pensioner" may take advantage of this feature.

A new Reciprocal Transfer Agreement between the CSSA and the Uniform Hospital Pension Plan was signed with an effective date of January 24, 2002.

During the year Employee Benefits migrated its pension administration for those members employed in the civil service to an automated pension administration system. The new system resulted in members receiving their first ever pension statements.

The division played a lead role in coordinating the Workforce Adjustment Program which was announced to assist government in meeting its corporate objectives through a reduction in the size of the workforce. A total of 138 employees opted to retire through the voluntary retirement component of the initiative.

The Learning and Development Division continued to contribute to government's commitment to becoming a learning organization. The Learning Centre designed and delivered numerous customized workshops and interventions as well as pre-scheduled courses. The Management Series, which is a week-long series of workshops focussing on management skills, was added during the year.

In cooperation with the union, management and HR professionals, the division participated in the development of a corporate development and training policy. The policy is scheduled to be implemented in the coming year.

The French Language Training Centre continued to use a federal/provincial partnership to provide French language training to employees of both governments. The centre provided full-time and part-time training as well as maintenance and writing courses for bilingual employees wishing to refresh their skills.

The Employee Assistance Program continued the role of providing short-term stress management counselling to employees.

Occupational Health and Safety continued to be active with more than 1,000 employees receiving training. The Safety for Young Workers training module was developed during the year and is proving popular in areas of the service where young people are employed. The number of work-related accidents and incidents decreased in comparison with the previous fiscal year.

The Health Canada Needs Assessment Survey was completed during the year with an 83.5 per cent return rate. The results were presented to the Senior Management Team and analyzed in detail by the individual workplace wellness committees from the six pilot departments.

The Management Trainee Program continues to function and the trainees contributed significantly to a number of departments during the year.

On June 15, 2001, Premier Pat Binns hosted a reception for civil service employees who earned an award for 25, 30 and 35 years of continuous service in the calendar year 2000. There were 48 employees with 25 years; 35 employees with 30 years; and 12 employees with 35 years of service.

On June 15, 2001, Provincial Treasurer Pat Mella hosted a reception for civil service employees who earned an award for 20 years of continuous service in the calendar year 2000. There were 65 employees eligible for this award.

The Employee Innovation Awards Program received 43 new suggestions from employees with ideas on how to improve service, improve workplace safety and wellness, or to reduce cost. There were 11 suggestions still under consideration from previous years and six from 2000/2001. There was one cash award this year, 14 gift awards, eight suggestions rejected, and five withdrawn.

*Employee Innovation Awards*

The remainder of the suggestions are currently being investigated to determine if they can be implemented. The winner of the plaques this year for both the department whose employees submitted the most suggestions and the department whose employees had the most suggestions implemented was Development and Technology.

These highlights help to reflect not only the level and variety of activity during the year but also the PEI Public Service Commission's success in fulfilling its goals.

## Premier's Long-term Service Awards Recipients

*20 years*

*25-30 years*

# Sommaire exécutif

La Commission de la fonction publique de l'Île-du-Prince-Édouard est composée de quatre divisions, à savoir Dotation et planification des ressources humaines, Classification et relations de travail, Systèmes et administration des services ministériels et Formation et perfectionnement du personnel. La commission offre aux ministères, aux cinq administrations régionales de santé et, dans une certaine limite, aux conseils scolaires des services reliés aux ressources humaines. La commission vise essentiellement à établir des partenariats avec les ministères du gouvernement, les régions sanitaires, les syndicats et d'autres intervenants pour l'élaboration d'initiatives stratégiques en matière de ressources humaines.

La commission offre des services dans les secteurs suivants : classification, recrutement et sélection; aménagement et développement organisationnels; planification des ressources humaines; administration de la paye et des avantages sociaux; formation et perfectionnement; élaboration des politiques; santé et sécurité au travail; relations de travail; programmes d'aide aux employés et diversité de l'effectif.

Au cours de l'année, la Division de la dotation et de la planification des ressources humaines a élargi le site Web ***www.gov.pe.ca/jobs*** de manière que les intéressés puissent, en ligne, poser leur candidature aux offres d'emploi annoncées au sein du gouvernement et du secteur de la santé et inscrire leur *curriculum vitae* pour les débouchés futurs.

Le poste d'agent de recrutement de personnel infirmier a évolué en un poste d'agent de recrutement de personnel médical, assurant ainsi une meilleure utilisation des ressources. Différents outils de marketing, y compris des vidéos, l'Internet et de la publicité imprimée se sont avérés être d'excellentes ressources pour attirer à l'Île-du-Prince-Édouard des candidats potentiels.

L'importance de la diversité au travail a été reconnue lorsque le Conseil exécutif a adopté une politique officielle en matière de diversité et d'équité. La politique est le fruit de consultations avec le comité de diversité du forum sur la politique interministérielle, le *Union of Public Sector Employees* (syndicat des employés de la fonction publique), les gestionnaires des ressources humaines au sein des ministères du gouvernement, la Commission des droits de la personne de l'Î.-P.-É. et des organismes communautaires représentant divers groupes désignés.

La division a travaillé avec le sous-comité des ressources humaines (sous-ministres) à la détermination des priorités et des objectifs ministériels en matière de ressources humaines, ce qui permettra d'établir l'orientation stratégique en ce qui concerne la gestion des ressources humaines au cours des trois à cinq années à venir.

En raison du ralentissement de l'activité économique qui est survenu au cours du deuxième trimestre de 2001-2002, le Conseil du trésor a émis une directive relative aux procédures de dotation en personnel qui portait que, avant d'être pourvu, chaque poste laissé vacant devait faire l'objet d'un examen par le Conseil et être approuvé par celui-ci.

La Division de la classification et des relations de travail a été fort occupée par les négociations collectives au cours de l'année. Les négociations entre la fonction publique et le syndicat des employés du secteur public ont commencé le 25 avril 2001 et ont abouti à une entente par conciliation. En plus des gains monétaires, un nombre de comités mixtes ont été mis sur pied pour travailler à différentes questions comme les activités de manutention d'argent, la technologie de l'information et un fonds

ministériel pour la formation et le perfectionnement. La convention collective de trois ans a été signée en novembre 2001.

Des consultations ont également eu lieu avec les employés exclus de la fonction publique au cours de l'année financière.

La division a coordonné une demande de propositions relatives à des services de relations de travail pour le secteur public de l'Île. À la suite du processus de soumission, HR Associates et la Commission de la fonction publique de l'Î.-P.-É ont conclu un contrat de cinq ans.

La division a également terminé la classification de 415 postes situés principalement au sein des secteurs de la fonction publique et de la santé. Durant l'année, des audiences ont été tenues pour entendre des appels en retard en matière de classification au sein de la fonction publique.

Conformément à son engagement d'accroitre les activités de communication et de formation, la division a réuni des groupes de réflexion sur des sessions de formation prévues. Des renseignements sur le système de classification et les services de la division ont été affichés sur le serveur Web interne. Un projet de définition des emplois au sein de la fonction publique a aussi été mis en oeuvre.

La Division des systèmes et de l'administration des services ministériels, de concert avec la Division de la dotation et de la planification des ressources humaines, a amorcé la mise à jour du manuel des politiques et procédures de la Commission de la fonction publique. La nouvelle version devrait être disponible en ligne dans le courant de la prochaine année financière.

La division a continué de s'occuper de l'animation du groupe de gestionnaires des ressources humaines qui se réunissent chaque mois pour échanger des idées, partager l'information sur les initiatives en cours, donner leur point de vue sur les politiques et les procédures ainsi que discuter des questions liées aux ressources humaines.

La division a accepté de s'occuper de la gestion des documents au sein de la Commission de la fonction publique. Le répertoriage des documents, amorcé au cours de l'année, devrait se terminer au début de la prochaine année financière.

Cette année, un plan d'achat d'ordinateurs a été offert aux employés. Plus de 200 employés s'en sont prévalu, ce qui leur a permis d'emprunter de l'employeur à un taux d'intérêt fixe et de rembourser le principal et l'intérêt par l'entremise de retenues sur le salaire.

De concert avec le groupe de la technologie de la gestion de l'information et d'une entreprise locale, Vision Quest, la division a mis au point un portail pilote pour les employés. Le portail pilote, qui a démontré les avantages que présente le fait de disposer de renseignements accessibles et pertinents, permettait d'accéder par voie électronique aux rapports des ressources humaines, aux états des payes et des congés et à d'autres renseignements liés aux ressources humaines.

La division a terminé l'analyse des exigences en matière de paye et de congés en prévision de la sélection d'un nouveau système. Des représentants des ministères ont participé à la description des exigences du système.

Pendant l'année, la *Civil Service Superannuation Act* (loi sur le fonds de pension de la fonction publique) et ses règlements d'application ont été modifiés de manière à donner aux membres la possibilité d'accorder, moyennant le versement des droits voulus au fonds, le titre de service ouvrant droit à pension aux congés de maternité, d'adoption et parentaux admissibles. Des modifications visaient également à donner le droit à certains pensionnés de se faire réembaucher par un membre visé par la loi sur le fonds de pension de la fonction

publique sans la suspension de leur pension. Cette dernière modification a été promulguée dans le but de parer à la pénurie de travailleurs. Seuls les pensionnés des catégories autorisées peuvent profiter de cet élément.

Il y a eu un nouvel accord de transfert de pension entre le fonds de pension de la fonction publique et le *Uniform Hospital Pension Plan* (régime de retraite uniforme des hôpitaux).

Au cours de l'année, Avantages sociaux a transféré l'administration des pensions des employés de la fonction publique à un système automatisé d'administration des pensions. Par la suite, ce transfert a donné aux membres la possibilité de recevoir pour la première fois des états des pensions.

La division a joué un rôle primordial dans la coordination du programme de réaménagement de l'effectif annoncé dans le but d'aider le gouvernement à atteindre ses objectifs organisationnels par le biais de la réduction de sa main-d'oeuvre. Cent trente-huit employés en tout ont choisi de prendre leur retraite dans le cadre du volet départ volontaire à la retraite de l'initiative.

La Division de la formation et du perfectionnement a continué de contribuer à l'engagement du gouvernement de devenir une organisation apprenante. Le Centre de formation a mis au point et livré de nombreux ateliers et interventions sur mesure ainsi que des cours prédéterminés. La série d'ateliers de gestion, qui est constituée d'une semaine d'ateliers axés sur les aptitudes à la gestion, a été ajoutée cette année.

En collaboration avec le syndicat, la direction et les professionnels des ressources humaines, la division a participé à l'élaboration d'une politique gouvernementale de perfectionnement et de formation. La mise en oeuvre de la politique est prévue pour l'année prochaine.

Le Centre de formation linguistique a continué de s'appuyer sur le partenariat fédéral-provincial pour donner une formation en français aux employés des deux ordres de gouvernement. Le centre offre une formation à temps plein et à temps partiel ainsi que des cours de préservation de l'acquis et de rédaction à l'intention des employés bilingues qui désirent rafraîchir leurs connaissances.

Le programme d'aide aux employés a continué son rôle qui est de fournir des conseils en matière de gestion du stress à court terme.

Santé et sécurité au travail n'a pas failli à la tâche, ayant formé plus de 1 000 employés. Le module de formation portant sur la sécurité des jeunes travailleurs a été élaboré au cours de l'année et est très en demande dans les secteurs qui embauchent de jeunes personnes. Le nombre d'accidents ou d'incidents liés au travail a diminué par rapport à l'année financière précédente.

L'enquête sur l'évaluation des besoins de Santé Canada s'est terminée au cours de l'année. Le taux de réponse a été de 83,5 %. Les résultats ont été présentés à l'équipe des cadres supérieurs, puis analysés minutieusement par les comités de bien-être dans chaque lieu de travail des six ministères pilotes.

Le programme de stagiaires en gestion est toujours en vigueur. La contribution des stagiaires a été très importante dans un certain nombre de ministères durant l'année.

Le 15 juin 2001, le premier ministre Pat Binns a tenu une réception pour les fonctionnaires qui ont atteint 25, 30 et 35 années de service continu au cours de l'année civile 2000. Quarante-huit employés ont eu 25 années de service; 35 employés, 30 années et 12 employés, 35 années.

Le 15 juin 2001, la trésorière Pat Mella a reconnu 65 fonctionnaires ayant 20 années de service continu au cours de l'année civile 2000.

Le programme de récompenses à l'innovation pour les employés a reçu 43 nouvelles suggestions d'employés en vue d'améliorer les services, la sécurité et le bien-être au travail ou pour réduire les coûts. Onze suggestions des années précédentes et six suggestions de 2000-2001 sont encore à l'étude. Cette année, un prix en argent et quatorze cadeaux ont été attribués; huit suggestions ont été rejetées et cinq, retirées. Les autres suggestions font présentement l'objet d'un examen qui vise à déterminer si elles peuvent être mises en oeuvre. Cette année, Développement et Technologie est le ministère qui a reçu les plaques pour le ministère dont les employés ont soumis le plus grand nombre de suggestions et pour celui dont le plus grand nombre de suggestions ont été mises en oeuvre.

*Programme des prix d'innovation des employés*

Ces faits saillants reflètent, outre le niveau et la variété des activités menées pendant l'année au sein de la Commission de la fonction publique de l'Î.-P.-É., sa réussite sur le plan de la réalisation de ses objectifs.

## Récipiendaires des récompenses du premier ministre pour longs états de service

*20 ans*

*25 et 30 ans*

# Staffing and Human Resource Planning Division

The Staffing and Human Resource Planning Division provides leadership and service delivery in the areas of recruitment, staffing, diversity and human resource planning. Our clients include employees and employers from the broad public sector as well as members of the public.

## Staffing Services

When vacancies occur in government departments and health regions, job advertisements are developed and distributed. Applications are reviewed and processed in response to these advertisements. A staffing officer is assigned to each competition and works with employer representatives to establish a comprehensive selection process. Position analyses and evaluation criteria specific to the position being filled are developed to ensure the process is relevant. The selection board, comprised of employer representatives and a staffing officer, screen applications to determine which candidates are eligible and qualified for the competition. These candidates are then evaluated and appointments are made.

We continue to examine our processes to ensure quality services to our clients, within the resources available to us. The process for temporary positions allows for devolution to departments and regions with the commission providing an advisory role.

In September 2001, a new feature was added to the ***www.gov.pe.ca/jobs*** Web site. In addition to the ability to view health and government job ads, the new service allows interested individuals to apply for vacancies online, or to register their résumé for future opportunities. This JOBS PEI Internet service quickly became popular for clients and now accounts for over 50 per cent of our applications.

## Hiring Review

Due to the economic slow-down that took place during the second quarter of fiscal year 2001-2002, government took steps to decrease the size of the civil service. In November 2001, Treasury Board provided direction for staffing procedures which required board review and approval before vacant positions could be filled; and in February 2002, a voluntary Workforce Adjustment Program was announced, resulting in 138 retirements from the civil service.

## Seasonal Hiring Centre

The Seasonal Hiring Centre was established in 1999 to receive and process applications for seasonal jobs that the departments cannot fill through the recall process. These vacancies occur when previous employees are not returning or where new positions arise.

During 2001/2002, applications were received from 2,665 individuals and 240 were placed in recall seasonal positions.

## Health Recruitment

During 2001-2002, the role of nurse recruiter was expanded to one of health recruiter, ensuring a more effective use of resources. Various professions presented recruiting challenges, including speech language pathologists, radiation therapists, pharmacists, sonographers, as well as bilingual positions and positions in the smaller regions. Nursing recruitment continues to be a major effort with 63 new nurses hired into the system.

Various marketing tools including videos and Internet and print advertising proved to be excellent resources to attract potential candidates to Prince Edward Island and our health system. Two themes in particular that were developed were *Know Someone Who Wants to Come Home?* and *Come Work and Play on Our Island.*

*Health Recruitment Initiative*

A Health Human Resource Study was completed providing supply and demand data for the various occupational groups within the public and private health system on PEI. This analysis will provide the foundation for recruitment efforts well into the future.

## Jurisdictional Conference

In June 2001, the PEI Public Service Commission hosted the National Staffing and Training Jurisdictional Conference. Nineteen provincial and territorial representatives met in Charlottetown to report on their most critical issues and to share solutions. Presentations were made on various topics including employment branding, wellness programs, diversity initiatives, youth strategies, and succession management.

## Diversity

Following direction from Strategic Planning in November 2001, the PEI Public Service Commission developed a Workforce Diversity and Equity Policy. To create the policy, consultation occurred with the Diversity Committee of the Interministerial Policy Forum, community groups representing various designated groups, the Union of Public Sector Employees, the human resource managers with government departments, and the PEI Human Rights Commission. The value of diversity in the workplace was endorsed with the approval of a formal Diversity and Equity Policy by Executive Council in January 2002. Plans were made for a formal launch of this policy in May 2002.

The PEI Public Service Commission and the Department of Canadian Heritage partnered to conduct a series of diversity educational sessions for both federal and provincial employees. The training focussed on recognizing, acknowledging, valuing, and accommodating the individual differences associated with culture, race, gender, disability, age, language, etc.

Plans were made to conduct a Workplace Diversity Survey among employees across the PEI Civil Service. The survey, to be conducted in April 2002, will identify our workforce composition with respect to the designated employment equity groups: aboriginal peoples, persons with disabilities, members of visible minorities, women in management, and men and women in non-traditional occupations.

## Human Resources Planning

A Corporate Human Resources Strategy was drafted by the Deputy Ministers' HR Subcommittee. The strategy identifies corporate HR goals and priorities and sets the strategic direction for human resources management over the next three to five years. The plan provides a framework to support coordinated organization – wide HR planning and will guide government departments in their efforts to recruit and retain people with the talent and commitment to provide quality programs and services to the people of Prince Edward Island. It is expected that the strategy will be communicated early in 2002/2003.

Human resource managers continue to work on the development of departmental human resource plans for the departments to address both corporate and departmental human resources issues. A professional development plan for human resource managers was developed and opportunities for skills development were provided over the past year in an effort to support the ongoing development of human resource managers.

*Diversity Advisory Committee*

# Classification and Labour Relations Division

The Classification and Labour Relations Division contributes toward a well-managed productive workforce through leadership and service in human resource management. To achieve this, the division is organized into two sections.

## Labour Relations Services

Labour Relations Services provides assistance to management on a wide spectrum of human resource issues; represents Treasury Board in collective bargaining within the public sector; provides advice on the administration and interpretation of the collective agreement between government and the Union of Public Sector Employees and develops and implements, with the assistance of government departments, policies and programs consistent with organizational needs.

## Classification Services

The role of Classification Services is to determine the relative worth of jobs. This is fundamental to the employer's commitment to compensate employees fairly and equitably for the work they do.

To this end, Classification Services is responsible for the development, maintenance, and administration of the job evaluation process, and the classification plan which establishes the framework for salary negotiations. The section also provides advice on organizational design and compensation.

Classification Services provides services for departments of government in accordance with the *Civil Service Act*. Classification Services are provided to the regional health authorities and regional school boards and to other public sector organizations, such as Workers Compensation Board and PEI Business Development Inc.

## Division Highlights

### *Labour Relations*

The work of Labour Relations in fiscal 2001-2002 was dominated by collective bargaining between the civil service and the Union of Public Sector Employees. Negotiations began on April 25, 2001, and an agreement was reached during conciliation. The Collective Agreement was signed by the parties on November 19, 2001.

The agreement covers three years – April 1, 2001, to March 31, 2004. The economic adjustments were as follows:

- April 1, 2001 – 1.75 per cent
- October 1, 2001 – 1.5 per cent
- April 1, 2002 – 3.25 per cent
- April 1, 2003 – 3.25 per cent

Implementation activities followed immediately and pay increases including retroactivity were received by permanent employees before Christmas. Information sessions to explain the changes and to review existing language were held during the following three months.

Seven joint committees were established by the Collective Areement to work on various issues such as cash handling activities, information technology issues, and a corporate training and development fund. The work of many of these committees commenced during the late winter and early spring of 2002.

Consultation with Excluded Employees of the civil service occurred during fiscal year 2001-2002.

A request for proposals for labour relation services for the PEI Public Sector was coordinated by the Labour Relations Division. The result of the tendering process was that a five-year contract was agreed to between HR Associates and the PEI Public Service Commission.

### *Classification Services*

During the fiscal year, Classification Services finalized the classification of 415 positions located predominately within the civil service and health sectors.

Positions within PEI Business Development Inc. and Island Waste Management Corporation were reviewed at the request of their management.

The year saw the completion of hearings on a backlog of classification appeals which had existed within the civil service. Over the past two years the Civil Service Classification Appeal Committee heard 22 appeals. The decisions of the appeal committee confirmed 17 decisions and changed five decisions.

Significant ongoing work associated with the classification grievances resulting from the International Union of Operating Engineers Study was completed.

The division, in line with its commitment to increase the communications and education activities, organized focus groups to provide input into planned education sessions. Information on the classification system and the services of the division were posted electronically on the Intranet. A job specification project within the civil service was also initiated.

# Corporate Services, Systems and Administration Division

The Corporate Services, Systems and Administration Division provides leadership in the areas of pensions and benefits, payroll administration, systems administration and corporate services. The division is composed of the following sections.

## Corporate Services

The section provides leadership and guidance in the development and management of the Public Service Commission budget and all issues related to general administration. Advice is routinely provided on a range of financial related matters.

In conjunction with the Staffing and Human Resource Planning Division, the section initiated a project to update the Public Service Commission Policy and Procedures Manual. This was a very time-consuming exercise but it is anticipated that the updated version will be extremely helpful to all employees especially those at the supervisory levels. The updated version is scheduled to be available electronically early in the next fiscal year.

The section coordinates the HR Managers Group which meets on a monthly basis to exchange ideas, communicate information relating to ongoing initiatives, provide input to policies and procedures and discuss HR related issues. The HR Forum is highly valued as a networking and communication vehicle within government.

During the year the section accepted overall responsibility for records management in the Public Service Commission. Records inventories were initiated during the year and it is anticipated that a new records system will be in place during the next fiscal year.

## Systems and Administration

Systems and Administration provides a variety of services to the civil service and health sectors and to the staff of the Public Service Commission. Services include management of the civil service payroll as well as the Human Resources Management System for the civil service and health sector, advice and assistance on human resource technology initiatives, advice on administration of the Collective Agreement between government and the Union of Public Sector Employees and Public Service Commission administration.

In October 2001, a computer purchase plan was offered to employees. This plan allows employees to borrow from the government at a set interest rate and repay the principal and interest through payroll deductions. This has proven to be a very popular offering to employees. In 2001, over 200 employees participated in the plan. This allows employees to remain current with technologies which are often utilized at the workplace.

The Public Service Commission, in conjunction with the Information Management and Technology Group (ITMG) and a local firm, Vision Quest, developed an employee portal pilot. The employee portal allowed employees to electronically access HR reports, pay and leave statements and other information. Approximately 27 employees from the various levels of government participated in the pilot with very positive responses. The portal demonstrated the benefits such as accessible and timely information.

A Collective Agreement with UPSE was signed in November 2001 which resulted in the processing of pay increases which were effective April 1, 2001, and October 1, 2001. Retroactive pay was also processed for Excluded Employees who received pay increases through the consultative process.

The Systems and Administration Section completed an analysis of payroll and leave requirements in anticipation of the selection of a replacement system. Representatives from departments and the Employee Benefits Section provided information in the development of the requirements.

## Employee Benefits Section

The Employee Benefits Section provides a centralized administrative location for government's employee benefits programs. Services provided include financial management of the benefit programs; administration of pension programs to active and retired government employees, judges and MLAs; and administration of a centralized employee benefits budget.

In July 2001, the *Civil Service Superannuation Act* (CSSA) and Regulations were amended to provide members with the opportunity to establish, as pensionable service, upon payment to the fund, eligible maternity, parental and adoption leaves.

Amendments were also made to allow certain pensioners to be re-employed by a participating employer of the CSSA without having their pension suspended. Only approved "classes of pensioner" (e.g., registered nurses) may take advantage of this feature and the participant's total hours worked in any given year is limited. This amendment was enacted in order to help address issues related to labour market shortages.

A new Reciprocal Transfer Agreement between the CSSA and the Uniform Hospital Pension Plan was signed with an effective date of January 24, 2002.

On February 1, 2002, Employee Benefits migrated its pension administration for those members employed in the civil service to an automated pension administration system. Staff efforts in cleaning-up and transferring members' data from hard-copy files to the new system also resulted in members of the civil service receiving their first-ever pension statements. These statements reported the member's total contributions plus interest; an estimate of the member's pension benefit earned to date; and, the earliest dates that the member could access his or her unreduced pension and reduced pension.

On February 8, 2002, a Workforce Adjustment Program (2002) for the PEI Civil Service was announced to assist government in meeting its corporate objectives through a reduction in the size of the civil service. The main component of the initiative, a Voluntary Retirement Program, stipulated that any employee wishing to voluntarily retire under the program had to notify the deputy minister/deputy head by March 15 and agree to terminate no later than March 31.

The Employee Benefits Section immediately took a leadership role and held open information sessions across the Island to explain the program and respond to employees' questions. These information sessions proved quite beneficial to all who attended including employees, spouses, other family members or other persons providing support to the employee.

The Employee Benefits Section completed approximately 330 pension estimates between February 11 and March 8. In total, 138 employees took advantage of the Voluntary Retirement Program.

# Learning and Development Division

The Learning and Development Division is mandated to contribute to fulfilling government's commitment to becoming a learning organization and to create continuous learning opportunities for its employees.

This is accomplished through the delivery of programs that foster leadership development, personal growth, individual well-being and safe, productive work sites.

The division is organized into the following program areas:

- The Learning Centre
- French Language Training
- Employee Assistance
- Occupational Health and Safety
- Wellness
- Management Trainee Program

## The Learning Centre

The Learning Centre continues to provide quality learning and development opportunities to Prince Edward Island Public Service employees by "inspiring the potential in people through leadership and learning."

During the past fiscal year, the Learning Centre consultants designed and delivered customized workshops and interventions to 2,090 participants over 100 training days. In addition, 990 employees participated in the Learning Centre's pre-scheduled workshops from April 1, 2001 to March 31, 2002.

*Foundation Program Participants*

The Learning Centre continues to focus on leadership development in anticipation of the changing demographics in the public service. The Pathways to Leadership initiative provides learning and development opportunities for current and aspiring leaders through three distinct yet complementary ways. The foundation program is a two-year program aimed at aspiring leaders. Forty-nine participants are currently enrolled in this pathway. Current managers and supervisors can upgrade their skills through the Enhancement Pathway which offers one-day workshops on a variety of leadership and management topics. One new feature added this year was The Management Series, a week-long series of workshops focussed on management skills. The Open Pathway is available to all provincial public servants with the desire to improve their personal leadership skills and knowledge. For more information on these programs, visit the Learning Centre Web site at ***www.gov.pe.ca/learning.***

In the past year, the Learning Centre entered into extended development and training relationships with the provincial public service Senior Management Team, the Staffing and Human Resource Planning Division of the Public Service Commission, and PEI Business Development. The Learning Centre staff also support change and development in the organization through process consulting and facilitation – in particular this past year, through their involvement in the Program and Human Resource Planning process.

In cooperation with the union, management, and HR professionals, a commitment has been made to develop a Corporate Development and Training Policy. This policy is not intended to replace departmental training budgets, but rather enhance the learning opportunities for all employees through a corporate approach. This policy will be implemented in the coming year.

## French Language Training

The federal/provincial partnership providing French language training to public servants of both levels of government continued in 2001-2002. A five-year Memorandum of Understanding was signed to clarify roles and formalize the partnership to 2005.

The province again contracted with the Public Service Commission of Canada to deliver full-time language training to two groups of federal public servants.

A part-time program was again offered to combined groups of provincial and federal government employees over two semesters in several locations across the Island with 250 employees participating.

The French Language Training Centre provided 11 sessions to train 77 front-line staff in the use of basic reception skills for greeting the French-speaking public.

Approximately 50 civil service employees were evaluated to determine their level of spoken French. The Language Training Centre is responsible for maintaining the proficiency profiles of bilingual employees in the province.

Maintenance and writing courses were offered to bilingual employees wishing to refresh their skills. The centre participated with Acadian and Francophone Affairs in organizing a successful professional development day for bilingual employees. The centre works in concert with Acadian and Francophone Affairs to improve the quality of government services in French.

## Employee Assistance Program

The Employee Assistance Program (EAP) is mandated to provide confidential counselling to employees and family members in order to minimize impact on job performance. As well, EAP provides consultation to a number of work sites and delivers stress-management sessions.

In the past year staff continued in their role of offering short-term stress management counselling to hundreds of employees. Requests for work site mediation grew in the past year.

One of the key successes of EAP is having supervisors understand how the service can assist them. During this past year, there were many supervisors in all sectors (civil service, school boards and health regions) consulting with EAP.

Another support for EAP is having an active advisory committee. This committee, with representatives of health, schools and civil service and the five unions, met regularly over the year. They looked at areas of promotion and training in the work sites as well as looking at ways of ensuring EAP maintains its basic principles of confidentiality and its voluntary nature.

During the past year EAP continued to work closely with other sections of the Learning and Development Division in delivering meaningful stress management sessions in the work sites across the province. As the need for wellness services grows in the public sector work sites, this collaborative approach can only benefit everyone.

## Occupational Health and Safety Program

The jointly supported Occupational Health and Safety Program (OHS) continues to provide OHS services including a variety of training sessions to employees and managers of the civil service and to the health regions on a consultative basis.

The safety officer made 94 site inspections to the road crews of the Department of Transportation and Public Works and provided written reports including specific recommendations to them. As well, 11 workplace inspections were conducted for other departments.

Training continues to be frequently requested and approximately 1,000 employees received training in a number of areas including, but not restricted to, Workplace Hazardous Material Safety, Office Ergonomics and OHS committees.

The Safety for Young Workers training module was developed during the year and is proving popular in those areas of the service that employs young people who are between 16 and 24 years of age. Safety for young workers is becoming a highly profiled national issue as between 1994 and 1998 young workers sustained 16 per cent of all time-loss injuries and more than 50 per cent of work-related accidents happen during a young worker's first six months on the job. Government employs hundreds of young workers annually and as an employer is responsible for their health and safety while at work. In most cases, this training is incorporated into their regular orientation sessions.

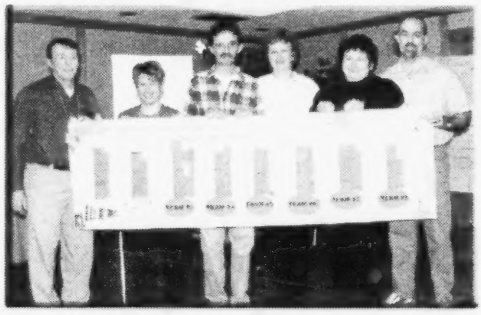
The number of work-related accidents resulting in time lost from work was 70 compared to 98 last year. As well, the number of incidents (no lost time from work) was 99 down from 129 last year. Training, accident investigation and follow-up continues to spread the message of the importance of safety in the workplace and there has been a noticeable improvement in the use of personal protective equipment and safe work practices over the last few years.

Rehabilitative and career counselling services were provided to employees and former employees who received long-term disability benefits.

## Workplace Wellness

The PEI Government Workplace Wellness Pilot got its initial send off and endorsement, as a result of a presentation made to the PEI Senior Management Team on January 4, 2001. Six departments, including Agriculture and Forestry; Education; Fisheries, Aquaculture and Environment; Tourism; Provincial Treasury and the Public Service Commission agreed to participate in the Health Canada Corporate Health Model based project.

In May 2001, 701 employees representing the six pilot departments participated in the Health Canada Needs Assessment Survey. The 701 employee response represented an excellent return rate of 83.5 per cent. As a result of the needs assessment, a government combined profile, as well as individual department profiles, were produced. The various individual department committees along with the project steering committee made extensive use of these reports.



*Workplace Wellness Challenge*

The following activities designed to move the project forward:

- Facilitated sessions were held with both the Project Steering Committee and the six individual department committees for the purpose of developing their own work site plans.

- Initial steps were taken to produce a Corporate Wellness Draft.

- Results of Needs Assessment were presented to Senior Management Team.

- A number of health promotional events staged by individual departments were scheduled throughout the year, with the official pilot kick off taking place in February.

- Extensive involvement with the Queens Region Lifestyle Awareness Program, including efforts to negotiate accessible and affordable costing.

- Finalized terms of reference for the project.

In addition to our involvement with the PEI Government Wellness Pilot, we were actively involved in the Eastern School District Colonel Gray Family Wellness Pilot as well as having a liaison role with the health regions' projects.

## Management Trainee Program

The Management Trainee Program provides developmental opportunities and placements throughout government for three management trainees aimed at development of future leaders for the public service.

During the past year, the trainees contributed significantly to the following departments: Provincial Treasury, Education, Agriculture and Forestry, Community and Cultural Affairs, the Office of the Attorney General, Public Service Commission and Intergovernmental Affairs.

The quality of the work performed by the trainees in all placements has been acknowledged as being of a high level, and is indicative of the competencies and motivation that recent grads bring to the workforce. The ability of the program to attract such highly skilled individuals is a positive sign as we move into a challenging time in recruitment.

Management trainees have been involved in formal leadership development programs through participation in the Foundation Program.

# Public Service Commission Implementation of *French Language Services Act*

## Progress Summary

In the fall of 2000, the PEI Public Service Commission developed an implementation plan in order to bring the commission into compliance with the new *French Language Services Act*.

The two divisions most affected by the act are Learning and Development and Staffing and Human Resource Planning. An examination of bilingual capability within the commission revealed that the Public Service Commission provides adequate services in French in the areas most needed: reception, staffing and language training.

During the year, 95 per cent of commission staff attended the one-day *Parlez-vous français* training for front-line staff. Several employees attended evening and maintenance programs. Encouraging commission staff to participate in French language training is a stated goal of the PSC French Services Implementation Plan.

The commission collaborated with Acadian and Francophone Affairs to elaborate a government-wide appraisal of spoken French language skills. As a result, approximately 60 employees were formally evaluated to determine their level of spoken French. In addition, staffing officers referred approximately 20 potential employees to French Language Services to verify bilingual capacities. This information was entered into the government's Human Resources Management System; a new endeavour for the commission.

Part of the commission's plan in communications is to continue the placement of bilingual job postings on the commission Web site and in the local French paper, *La Voix Acadienne*. Documents such as the basic job application form have been translated and made available to the public.

Bilingual staffing officers provide government departments and the health sector with bilingual service as they identify and staff key bilingual positions in compliance with the act.

The commission participates in organizing events that acknowledge and encourage government's bilingual staff, such as the training and information day for bilingual staff in the fall.

Finally, the commission partnership with Public Service Commission of Canada in the area of language training continues to provide resources and expertise in the area of language learning allowing provincial government employees access to higher levels of proficiency in French.

# Rapport récapitulatif sur l'évolution de la mise en oeuvre par la Commission de la fonction publique de la Loi sur les services en français

À l'automne 2000, la Commission de la fonction publique de l'Î.-P.-É. a dressé un plan de mise en oeuvre dans le but d'assurer que la commission se conforme à la nouvelle loi sur les services en français.

Les deux divisions les plus touchées par la loi sont Formation et perfectionnement et Dotation et planification des ressources humaines. L'examen des capacités bilingues au sein de la commission a révélé que la Commission de la fonction publique fournit des services adéquats en français dans les secteurs où de tels services sont le plus utiles, soit à la réception, à la dotation et à la formation linguistique.

Au cours de l'année, 95 % du personnel de la commission a participé à la formation d'une journée « Parlez-vous français? » destinée au personnel de première ligne. Plusieurs employés ont suivi des cours du soir et de préservation de l'acquis. Encourager le personnel de la commission à participer à une formation en français est l'un des objectifs déclarés du plan de mise en oeuvre des services en français au sein de la Commission de la fonction publique.

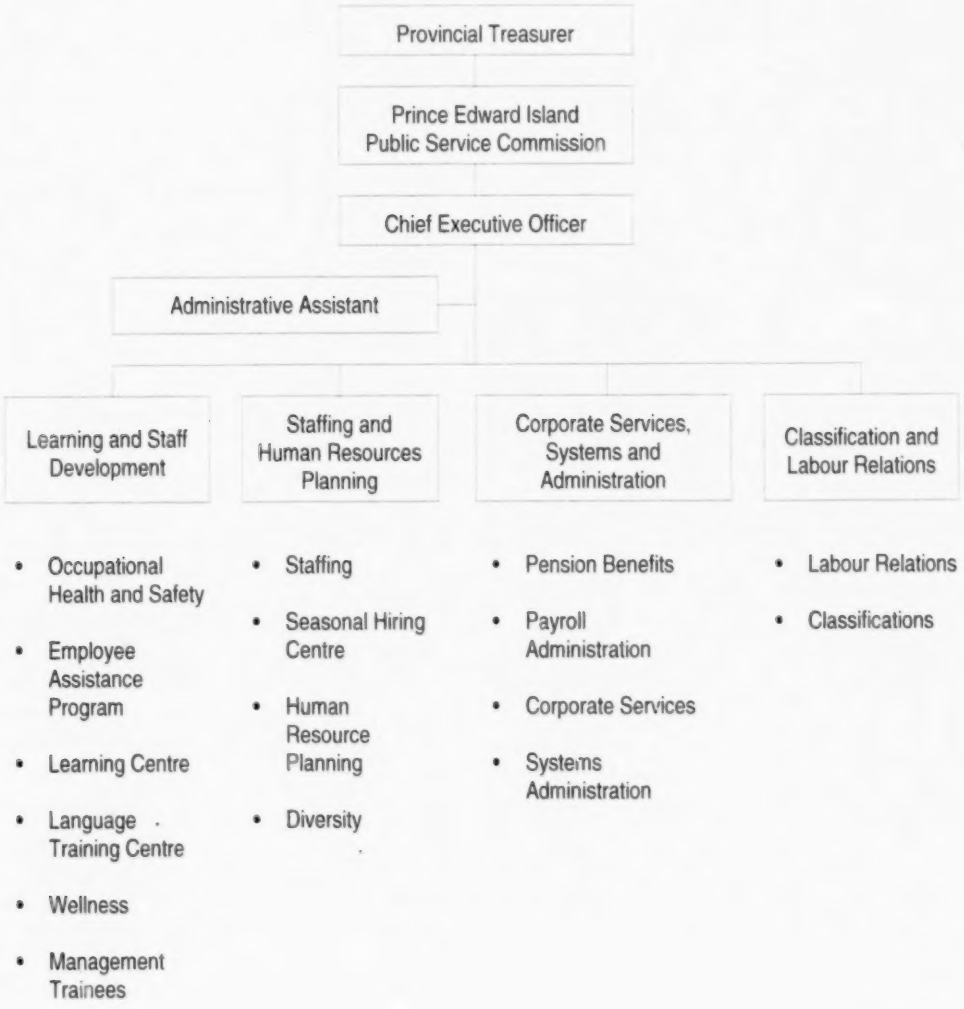
La commission a collaboré avec la Division des affaires acadiennes et francophones à l'élaboration d'une évaluation des compétences en français dans tous les secteurs du gouvernement. À la suite de cette évaluation, une soixantaine d'employés ont été officiellement évalués pour déterminer leur niveau de français oral. De plus, les agents de dotation en personnel ont adressé une vingtaine d'employés aux Services linguistiques en français pour que soient vérifiées leurs compétences dans les deux langues officielles. Cette information a été versée dans le système gouvernemental de gestion des ressources humaines, une nouvelle initiative de la commission.

Un volet du plan de la commission en ce qui concerne les communications est de poursuivre le placement d'offres d'emplois bilingues sur le site Web de la commission et dans le journal local francophone, *La Voix acadienne*. Des documents comme le formulaire général de demande d'emploi ont été traduits et mis à la disposition du public.

Des agents de dotation bilingues offrent aux ministères et au secteur de la santé des services bilingues lorsqu'ils déterminent et dotent les postes clés bilingues, conformément à la loi. La commission participe à l'organisation d'activités qui reconnaissent et encouragent le personnel bilingue du gouvernement, comme la journée de formation et d'information qui se tient à l'automne à l'intention du personnel bilingue.

Enfin, le partenariat en formation linguistique établi avec la Commission de la fonction publique du Canada continue de fournir les ressources et l'expertise dans le secteur de la formation linguistique, donnant ainsi aux employés du gouvernement provincial la possibilité d'acquérir des compétences supérieures en français.

# Organizational Chart



# Appendix A – Public Service Commission Budget

## Public Service Commission
## Expenditure by Division

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Management** | | | |
| Administration | $ 40,381 | $ 19,600 | $ 18,200 |
| Materials and Supplies | 4,739 | 6,600 | 3,100 |
| Professional and Contract Services | 13,762 | 24,700 | 55,100 |
| Salaries | 157,886 | 158,000 | 155,700 |
| Travel and Training | 10,430 | 10,800 | 15,300 |
| | **$ 227,198** | **$ 219,700** | **$ 247,400** |
| **Employee Benefits** | | | |
| Administration | $ 6,915 | $ 10,000 | $ 11,300 |
| Equipment | 5,230 | 5,900 | 1,500 |
| Materials and Supplies | 2,264 | 5,200 | 5,200 |
| Professional and Contract Services | 0 | 400 | 5,000 |
| Salaries | 263,735 | 261,800 | 263,000 |
| Travel and Training | 5,600 | 6,300 | 4,500 |
| | **$ 283,744** | **$ 289,600** | **$ 290,500** |
| **Systems and Administration** | | | |
| Administration | $ 9,622 | $ 9,000 | $ 4,200 |
| Equipment | 18,634 | 500 | 0 |
| Materials and Supplies | 7,289 | 2,400 | 4,000 |
| Professional and Contract Services | 851,540 | 853,500 | 853,500 |
| Salaries | 280,801 | 277,100 | 273,300 |
| Travel and Training | 4,979 | 10,300 | 13,800 |
| | **$ 1,172,865** | **$1,152,800** | **$ 1,148,800** |

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Corporate Services** | | | |
| Administration | $ 5,313 | $ 3,000 | $ 4,500 |
| Equipment | 7,133 | 7,500 | 7,500 |
| Material and Supplies | 18,302 | 27,000 | 16,000 |
| Professional and Contract Services | 26,944 | 26,100 | 35,000 |
| Salaries | 74,256 | 75,200 | 106,300 |
| Travel and Training | 13,549 | 16,400 | 19,000 |
| | **$ 145,497** | **$ 155,200** | **$ 188,300** |
| **Classification** | | | |
| Administration | $ 5,005 | $ 5,400 | $ 4,600 |
| Equipment | 1,010 | 300 | 0 |
| Materials and Supplies | 11,366 | 15,200 | 2,000 |
| Professional and Contract Services | 753,764 | 751,800 | 720,000 |
| Salaries | 349,493 | 359,600 | 366,000 |
| Travel and Training | 8,446 | 8,000 | 4,300 |
| | **$ 1,129,084** | **$ 1,140,300** | **$ 1,096,900** |
| **Learning Centre** | | | |
| Administration | $ 70,142 | $ 55,100 | $ 46,200 |
| Equipment | 1,060 | 1,600 | 900 |
| Materials and Supplies | 7,047 | 6,800 | 8,300 |
| Professional and Contract Services | 38,749 | 25,300 | 15,000 |
| Salaries | 280,174 | 282,600 | 301,300 |
| Travel and Training | 6,336 | 10,800 | 13,300 |
| | **$ 403,508** | **$ 382,200** | **$ 385,000** |

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Employee Assistance Program** | | | |
| Administration | $ 20,043 | $ 18,900 | $ 17,200 |
| Equipment | 0 | 500 | 500 |
| Materials and Supplies | 2,110 | 2,600 | 5,300 |
| Salaries | 193,263 | 198,100 | 194,000 |
| Travel and Training | 5,337 | 8,600 | 7,600 |
| | **$ 220,753** | **$ 228,700** | **$ 224,600** |
| **Occupational Health and Safety** | | | |
| Administration | $ 4,161 | $ 4,800 | $ 5,100 |
| Equipment | 7,873 | 300 | 0 |
| Materials and Supplies | 2,824 | 5,700 | 5,700 |
| Professional and Contract Services | 275 | 15,000 | 15,000 |
| Salaries | 128,830 | 129,700 | 129,600 |
| Travel and Training | 9,821 | 10,300 | 11,500 |
| | **$ 153,784** | **$ 165,800** | **$ 166,900** |
| **Staffing and HR Planning** | | | |
| Administration | $ 35,435 | $ 36,200 | $ 35,200 |
| Equipment | 2,668 | 2,100 | 900 |
| Materials and Supplies | 46,043 | 50,600 | 32,700 |
| Professional and Contract Services | 6,000 | 0 | 0 |
| Salaries | 917,268 | 906,400 | 930,200 |
| Travel and Training | 19,949 | 18,700 | 16,200 |
| Grants | 18,269 | 30,000 | 30,000 |
| | **$ 1,045,632** | **$ 1,044,000** | **$ 1,045,200** |

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Language Training** | | | |
| Administration | $ 7,702 | $ 10,400 | $ 9,000 |
| Equipment | 4,461 | 4,200 | 0 |
| Materials and Supplies | 4,366 | 3,700 | 2,000 |
| Salaries | 266,509 | 284,600 | 239,800 |
| Travel and Training | 5,067 | 3,300 | 7,000 |
| | **$ 288,105** | **$ 306,200** | **$ 257,800** |
| **Administration** | | | |
| Administration | $ 2,246 | $ 4,400 | $ 2,000 |
| Equipment | 3,029 | 0 | 0 |
| Materials and Supplies | 0 | 500 | 500 |
| Professional and Contract Services | 2,265 | 3,500 | 0 |
| Salaries | 218,783 | 205,600 | 225,900 |
| Travel and Training | 3,197 | 4,000 | 4,000 |
| | **$ 229,520** | **$ 218,000** | **$ 232,400** |
| **Total PSC Expenditures** | **$ 5,299,690** | **$5,302,500** | **$ 5,283,800** |

# Public Service Commission
## Revenue

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Federal** | | | |
| French Services Agreements | $ 122,400 | $ 121,300 | $ 122,400 |
| **Total Federal Revenue** | **$ 122,400** | **$ 121,300** | **$ 122,400** |
| **Provincial** | | | |
| Professional Services | $ 5,000 | $ 10,000 | $ 10,000 |
| Recoverable Pension Costs | 200,794 | 201,200 | 201,200 |
| Health Services Contracts | 581,300 | 581,300 | 581,300 |
| Sales and Miscellaneous | 210,449 | 218,000 | 114,100 |
| **Total Provincial Revenue** | **$ 997,543** | **$ 1,010,500** | **$ 906,600** |
| **Total Revenue** | **$ 1,119,943** | **$ 1,131,800** | **$ 1,029,000** |

# Public Service Commission
# Other Expenditure Budgetary Responsibility

The Employee Benefits budget is approved by the Legislative Assembly under separate appropriation vote and is administered by the PEI Public Service Commission.

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Employee Benefits** | | | |
| Medical/Life Benefits | $ 159,972 | $ 589,000 | $ 597,000 |
| Employee Future Benefits | 10,433,025 | 6,105,200 | 1,707,400 |
| Government Pension Contribution | 5,193,702 | 8,184,900 | 8,184,900 |
| Pension Management | 167,155 | 256,800 | 248,800 |
| **Total Employee Benefits** | **$15,953,854** | **$15,135,900** | **$10,738,100** |

- **Medical and Life** includes the government's share of the employee group insurance package for those employees on a leave of absence.
- **Employee Future Benefits** includes the government's cost of providing compensated absences, post-employment benefits, and termination benefits. Examples of such benefits include WCB benefit payments for civil servants, accrued vacation leave, severance and retirement pay, and the 2002 Workforce Adjustment Program.
- **Government Pension** includes the government's cost of offering a pension plan to civil service employees and to members of the Legislative Assembly.

# Public Service Commission Financial Summary

| | Unaudited Actual 2001/2002 | Budget *Revised* 2001/2002 | Budget Estimate 2001/2002 |
|---|---|---|---|
| **Expenditure by Division** | | | |
| Management | $ 227,199 | $ 219,700 | $ 247,400 |
| Classification and Labour Relations | 1,129,084 | 1,140,300 | 1,096,900 |
| Learning and Staff Development | 1,295,671 | 1,300,900 | 1,266,700 |
| Staffing and HR Planning | 1,045,632 | 1,044,000 | 1,045,200 |
| Corporate Services, Systems and Administration | 1,602,104 | 1,597,600 | 1,627,600 |
| **Total PSC Expenditures** | **$ 5,299,690** | **$ 5,302,500** | **$ 5,283,800** |
| **Other Budgetary Responsibilities** | | | |
| Employee Benefits | $ 15,953,854 | $ 15,135,900 | $10,738,100 |
| **Revenue** | | | |
| Federal Sources | 122,400 | 121,300 | 122,400 |
| Provincial Sources | 997,543 | 1,010,500 | 906,600 |
| **Total Revenue** | **$ 1,119,943** | **$ 1,131,800** | **$ 1,029,000** |

## Civil Service Establishment

| Department /Agency | Exec Division | Classified Division | | | | | | | | Casual Division | Total All Divisions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Employees | | | | | Vacant Positions | | | | |
| | | FT | EXL FT | PT | EXL PT | Total | FT | PT | Total | Total | |
| Agriculture and Forestry | 1 | 123 | 12 | 46 | 0 | 181 | 19 | 3 | 22 | 44 | 248 |
| Attorney General | 1 | 204 | 41 | 48 | 0 | 293 | 35 | 8 | 43 | 92 | 429 |
| Auditor General | 1 | 11 | 4 | 0 | 0 | 15 | 5 | 0 | 5 | 1 | 22 |
| Community and Cultural Affairs | 1 | 86 | 11 | 24 | 0 | 121 | 29 | 3 | 32 | 40 | 194 |
| Development and Technology | 1 | 47 | 7 | 7 | 0 | 61 | 10 | 5 | 15 | 21 | 98 |
| Education | 1 | 48 | 13 | 3 | 0 | 64 | 26 | 0 | 26 | 66 | 157 |
| Employment Development Agency | 0 | 4 | 0 | 3 | 0 | 7 | 5 | 1 | 6 | 3 | 16 |
| Executive Council | 4 | 3 | 11 | 0 | 0 | 14 | 5 | 2 | 7 | 3 | 28 |
| Fisheries Aquaculture and Environment | 2 | 66 | 10 | 10 | 0 | 86 | 9 | 2 | 11 | 18 | 117 |
| Health and Social Services | 2 | 105 | 25 | 9 | 0 | 139 | 37 | 2 | 39 | 30 | 210 |
| Liquor Control Commission | 1 | 78 | 4 | 4 | 0 | 86 | 29 | 18 | 47 | 76 | 210 |
| Provincial Treasury | 1 | 153 | 30 | 1 | 0 | 184 | 39 | 0 | 39 | 45 | 269 |
| Public Service Commission | 1 | 0 | 45 | 0 | 6 | 51 | 4 | 1 | 5 | 18 | 75 |
| Tourism | 1 | 41 | 8 | 55 | 0 | 104 | 10 | 6 | 16 | 10 | 131 |
| Transportation and Public Works | 1 | 346 | 16 | 175 | 0 | 537 | 133 | 43 | 176 | 195 | 909 |
| Total at March 2002 | 19 | 1315 | 237 | 385 | 6 | 1943 | 395 | 94 | 489 | 662 | 3113 |
| Total at March 2001 | 18 | 1415 | 227 | 334 | 6 | 1982 | 253 | 155 | 408 | 694 | 3102 |
| Difference From Last Year | 1 | -100 | 10 | 51 | 0 | -39 | 142 | -61 | 81 | -32 | 11 |

Legend: FT = Full-time EXL FT = Excluded Full-time PT = Part-time EXL PT = Excluded Part-time

# Appendix B-2 – Length of Service Profile

## Classified Division, Full-time and Part-time
## March 31, 2002

| Service | Male | Female | Total | Percentage of Total |
|---|---|---|---|---|
| 0 - 4 years | 375 | 185 | 560 | 28.8% |
| 5 - 9 years | 90 | 135 | 225 | 11.6% |
| 10 - 14 years | 248 | 177 | 425 | 21.9% |
| 15 - 19 years | 113 | 114 | 227 | 11.7% |
| 20 - 24 years | 141 | 96 | 237 | 12.1% |
| 25 - 29 years | 113 | 87 | 200 | 10.3% |
| 30 - 34 years | 42 | 26 | 68 | 3.5% |
| Over 35 years | 1 | 0 | 1 | 0.1% |
| **Total** | **1,123** | **820** | **1,943** | **100.0%** |
| **Average years service** | 12.8 | 13.5 | 13.2 | |

# Appendix B-3 – Age Profile

## Classified Division, Full-time and Part-time
## March 31, 2002

| Age | Male | Female | Total | Percentage of Total |
|---|---|---|---|---|
| Under 25 | 7 | 3 | 10 | 0.5% |
| 25 - 29 | 41 | 38 | 79 | 4.0% |
| 30 - 34 | 81 | 66 | 147 | 7.6% |
| 35 - 39 | 135 | 125 | 260 | 13.4% |
| 40 - 44 | 214 | 171 | 385 | 19.8% |
| 45 - 49 | 245 | 176 | 421 | 21.7% |
| 50 - 54 | 235 | 166 | 401 | 20.6% |
| 55 - 59 | 118 | 65 | 183 | 9.4% |
| 60 - 64 | 44 | 8 | 52 | 2.7% |
| Over 65 | 3 | 2 | 5 | 0.3% |
| **Total** | **1,123** | **820** | **1,943** | **100.0%** |
| **Average Age** | 46.2 | 44.7 | 45.5 | |

# Appendix B-4 – Departmental Profile

## Classified Division, Full-time and Part-time
## March 31, 2001

| Department | Male | Female | Total |
|---|---|---|---|
| Agriculture and Forestry | 115 | 66 | 181 |
| Attorney General | 150 | 143 | 293 |
| Auditor General | 7 | 8 | 15 |
| Community and Cultural Affairs | 49 | 72 | 121 |
| Development and Technology | 11 | 50 | 61 |
| Education | 23 | 41 | 64 |
| Employment Development Agency | 2 | 5 | 7 |
| Executive Council | 3 | 11 | 14 |
| Fisheries, Aquaculture and Environment | 54 | 32 | 86 |
| Health and Social Services | 32 | 107 | 139 |
| Liquor Control Commission | 50 | 36 | 86 |
| Provincial Treasury | 96 | 88 | 184 |
| Public Service Commission | 10 | 41 | 51 |
| Tourism | 55 | 49 | 104 |
| Transportation and Public Works | 466 | 71 | 537 |
| **Total** | **1,123** | **820** | **1,943** |

# Appendix B-5 – Separations

## Classified Division
## April 1, 2001 - March 31, 2002

| Reason | Male | Female | Total |
|---|---|---|---|
| Retirement | 92 | 42 | 134 |
| Resigned | 11 | 19 | 30 |
| Dismissal | 1 | 2 | 3 |
| Deceased | 4 | 0 | 4 |
| Lay-off | 5 | 1 | 6 |
| **Total** | **113** | **64** | **177** |

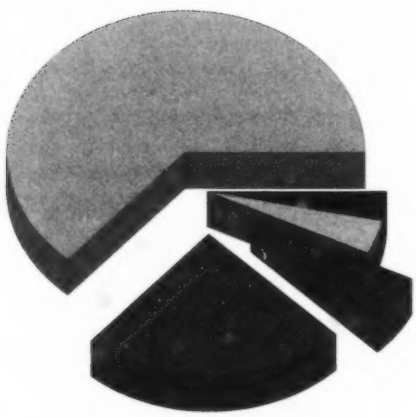
# Appendix C-1 – 2001-2002 Staffing Statistics

| | Government | Health Sector | Total |
|---|---|---|---|
| Internal Competitions | 201 | 1,328 | 1,529 |
| External Competitions | 115 | 126 | 241 |
| **Total Competitions** | **316** | **1,454** | **1,770** |
| Competition Applicants | 4,114 | 9,375 | 13,489 |
| Qualified/Eligible Applicants | 1,364 | 7,173 | 8,537 |
| Permanent Appointments | 164 | 711 | 875 |
| Temporary and Casual Appointments | 170 | 785 | 955 |
| **Total Appointments** | **334** | **1,496** | **1,830** |

# Appendix C-2 – Offers of Employment by Location

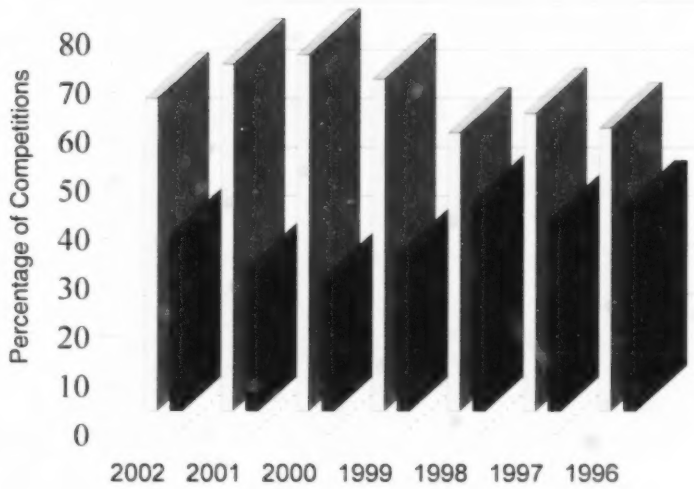
## Health Sector

| | Sector | Offers |
|---|---|---|
| | Queens | 950 |
| | East Prince | 352 |
| | West Prince | 80 |
| | Southern Kings | 59 |
| | Eastern Kings | 46 |
| | **Total** | **1,487** |



# Appendix C-3 – Percentage of In-service Versus Out-of-service Competitions

| | In-Service | Out-of-Service |
|---|---|---|
| 2002 | 64% | 36% |
| 2001 | 71% | 29% |
| 2000 | 73% | 27% |
| 1999 | 68% | 32% |
| 1998 | 57% | 43% |
| 1997 | 61% | 39% |
| 1996 | 58% | 42% |
| 1995 | 40% | 60% |
| 1994 | 49% | 51% |



# Appendix D – 2001-2002 Classification Report

| Location | Positions Classified |
|---|---|
| PEI Civil Service | 266 |
| Health Regions | 84 |
| Enterprise PEI<br>PEI Business Development Inc. | 1<br>43 |
| Food Technology Centre | 1 |
| Education Sector | 3 |
| Workers Compensation Board | 6 |
| Other | 11 |
| **Total** | **415** |

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